

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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In Reply To:

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Information Bulletin No. MT-2004-008

To: State Management Team

From: State Director

Subject: Revised DOI Ethics Guide and Annual Ethics Training

DD: 12/12/03

As a condition of public service, all federal employees are expected to fulfill their duties in an ethical manner and abide by the principles summarized in the Department of the Interior's Ethics Guide (Attachment 1). In order for employees to familiarize themselves with the expectations regarding their performance and conduct, employees are entitled to use 1 hour of official time to review the contents of the Ethics Guide. Please note that since publication of the updated guide, errors were discovered; therefore, an errata sheet has been placed in the beginning of the guide.

Once you and the employees of your organization have familiarized yourselves with the guide, please ensure each employee completes and returns the Employee Ethics Training Certification, located on page 67 of the guide. Upon collection of all certifications for your organization, please return them to Cheri Diaz, Student Trainee (Human Resources), in the Branch of Human Resources Management (MT-933). All certifications must be returned to MT-933 no later than December 12, 2003.

Employees required to annually file a Confidential Financial Disclosure Statement (Form OGE-450), are required to participate in at least 1 hour of Ethics training on an annual basis. Reviewing the attached Ethics Guide and returning the associated certification will satisfy the annual ethics training requirement for 2004.

Please note that while the Ethics Guide and certification is being used to satisfy the annual Ethics training requirement for "filers," all employees are required to review the Ethics Guide and return the certification on page 67.

The Assistant Ethics Official for the MT/DAK's BLM is Chuck Sandau, Acting Human Resources Officer, MT-933. If you have questions, please contact Mr. Sandau or Janell Bond, Human Resources Specialist, MT-933, at 406-896-5264/5232.

Signed by: Chun C. Wong, Acting

Authenticated by: Donna K. Zentz, MT-933

1 Attachment

1-Ethics Guide

Distribution w/attm.

Assistant Field Manager, Glasgow Field Station

Assistant Field Manager, Havre Field Station